

Capital Projects Administrator

General Definition of Work

FLSA Status: *Non-Exempt*

Performs skilled work with minimum supervision, including administration, contract management, budget analysis, and related activities. Supports all divisions in the Engineering Department which consists of Facilities/Public Works/Asset Management, Projects, Stormwater/Water Quality and Contracts in a challenging multi-task environment. This position reports directly to the Manager of Capital Projects Division in the Department of Engineering.

Essential Functions

The following functions are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Maintains comprehensive records of multiple capital projects, to include but not limited to, bid notifications and responses; technical plans and drawings; financial records; inspection records; proposal evaluations; project schedules; change orders and meeting records.

Assists in the drafting, coordination, advertisement for, and responses to, Requests for Proposals and Requests for Qualifications to support capital projects.

Maintains project budgets, managing funds from varying sources to include general fund; stormwater utility funds; capital improvement project funds; grant sources and other donations, as applicable for each capital project.

Performs grant compliance activities including, but not limited to, easement acquisition and property research work, preparation of quarterly financial reports, grant reimbursement documentation, etc.

Researches information needed for easement acquisition, right-of-way, property acquisition, and condemnation.

Assists in the development of master schedule and maintenance of budget for the duration of projects as assigned.

Assists in scheduling and setting up project team meetings, as needed.

Assists in assembling evaluation team and scheduling meetings to evaluate formal proposals.

Inputs and processes requisitions, invoices and other requests for payment into MUNIS.

Acts as chief liaison between Capital Projects manager and Finance Department to ensure financial records on all projects are accurate and up-to-date.

Working with Finance Department, assists with the reconciliation of projects as part of standard close-out procedures for projects.

Assists in preparing routine reports and presentations on capital projects for the Director of Engineering, Town Manager and Town Council.

Assists in coordinating project work flow and assignment of project-related tasks.

Provides miscellaneous administrative assistance to the Manager of Capital Projects, as needed.

Performs other duties as apparent or assigned.

Knowledge, Skills and Abilities

Experience in, or the aptitude to learn how to become a MUNIS power user.

Experience in using the Microsoft Office Suite, especially Word, Excel and PowerPoint.

Knowledge of standard office practices, procedures and ability to use basic office equipment, including but not limited to, personal computers, copy machines, office printers, etc.

Ability to effectively communicate orally as well as in written form.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Knowledge and practice of standard email and telephone etiquette.

Interpersonal skills necessary to effectively and professionally communicate with staff, elected officials and the public.

Education and Experience

Bachelor's Degree in Business, or related field, or the equivalent of 6 or more years' experience in performing essential functions of the position. Previous project management experience is strongly desired. Previous experience working in, or performing administrative duties in support of, the construction industry is strongly desired.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently sitting and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has no special vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires exposure to fumes or airborne particles and exposure to toxic or caustic chemicals; work is generally in a moderately noisy location (e.g. business office with copy machines, telephones and/or computer printers, light traffic).

Special Requirements

Possession of an appropriate driver's license valid in the State of South Carolina.

Salary is negotiable based on experience. EOE. We offer excellent benefits and a great place to work.